

Emergency Action Plan

An emergency action plan (EAP) is a written document required by particular OSHA standards. [29 CFR 1910.38(a)] The purpose of an EAP is to facilitate and organize employer and employee actions during workplace emergencies. Well-developed emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies. A poorly prepared plan, likely will lead to a disorganized evacuation or emergency response, resulting in confusion, injury, and property damage.

At a minimum, the plan must include but is not limited to the following elements [29 CFR 1910.38(c)]:

- Procedures for reporting a fire or other
- Procedures for emergency evacuation, including type of evacuation and exit route assignments
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
- Procedures to account for all employees after evacuation
- Procedures to be followed by employees performing rescue or medical duties
- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan

Employee alarm system.

An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in 1910.165

Training.

An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

Review of emergency action plan.

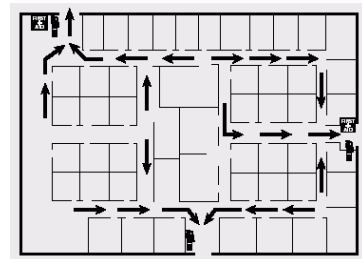
An employer must review the emergency action plan with each employee covered by the plan: When the plan is developed or the employee is assigned initially to a job; When the employee's responsibilities under the plan change; When the plan is changed.

Emergency Action Plan Coordinator.

It is common practice to select a responsible individual to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and understand that this person has the authority to make decisions during emergencies. The coordinator should be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.

Who is in Charge of the Emergency?

When emergency officials, such as the local fire department, respond to and emergency at your workplace, they will assume responsibility for the safety of building occupants and have the authority to make decisions regarding evacuation and whatever other actions are necessary to protect life and property. The highest-ranking responder will assume the incident command role and will work with the onsite emergency coordinator, but will be responsible for directing all response activities.



Questions? Contact The Redstone Group at 617-763-5034 x7007 or jwilliams@redstonegrp.com